

**CITY COUNCIL
FUND NO. 001
ACCOUNT NO. 0101**

MISSION

The Mayor and Council Members will continue working together as a team, representing all Merced constituents, in order to make Merced a city which:

- ◇ Maintains a high quality of life for its citizens;
- ◇ Demonstrates a positive attitude and approach in dealing with all segments of the community;
- ◇ Shows sensitivity and awareness of community needs and issues;
- ◇ Respects the diversity of its community;
- ◇ Develops creative and affordable solutions and alternatives to meet community needs;
- ◇ Is service-oriented, efficient, and progressive in its approach to problem resolution and use of resources;
- ◇ Offers economic development opportunities beneficial to its citizens;
- ◇ Maximizes teamwork and encourages individual involvement and personal growth, so that the community achieves its goals and contributes to society as a whole; and
- ◇ Creates and maintains an enjoyable atmosphere in which to live and work.

***2007-2008
BUDGET HIGHLIGHTS***

Approved budget includes \$180,000 held for tourism promotion, \$60,000 for general legislative advocacy, \$34,607 for the One Voice advocacy program, \$13,200 for video production services, \$8,000 for a Council goal setting workshop, and \$18,226 for League of California Cities dues which also support the Grassroots Network initiative to increase effectiveness of local government lobbying efforts.

BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
511.01-00	Regular Salaries	20,483	20,669	21,892	23,396	23,396	23,396
511.04-01	Regular Overtime	0	0	94	105	105	105
511.10-05	Retirement PERS	1,262	2,274	2,685	3,665	3,665	3,665
511.10-06	Social Security-OASDI	1,270	1,312	1,363	2,173	2,173	2,173
511.10-07	Social Security-Medicare	297	307	318	518	518	518
511.10-08	State Unemployment	6	6	60	60	60	60
511.10-09	Long Term Disability	134	138	58	0	0	0
511.10-10	Group Health Insurance	3,879	4,564	4,447	0	0	0
511.10-11	Group Life Insurance	52	58	44	0	0	0
511.10-12	Workers Compensation	61	41	59	161	44	44
511.10-15	Vision Plan	107	117	129	0	0	0
511.10-16	Dental Plan	416	389	435	0	0	0
511.10-18	Management Physicals	0	0	56	56	56	56
511.10-20	Earned Benefit	0	0	0	11,555	11,555	11,555
511.10-33	Core Allowance	0	0	0	5,077	4,222	4,222
	Personnel Services	27,967	29,875	31,640	46,766	45,794	45,794
512.12-00	Telephone	1,138	1,032	1,318	1,318	1,318	1,318
512.13-00	Postage	403	352	425	425	425	425
512.14-00	Advertising	198	100	4,700	4,700	4,700	4,700
512.15-00	Office Supplies	385	273	700	700	700	700
512.16-00	Printing	300	433	3,250	3,450	3,450	3,450
512.17-00	Professional Services	196,035	169,534	263,635	338,907	338,907	354,207
512.18-00	Travel and Meetings	13,488	13,590	21,000	21,000	21,000	21,000
512.20-00	Training Expense	2,475	11,583	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	37,868	39,114	40,538	41,831	41,831	41,831
512.29-00	Other Materials Supplies	1,581	708	4,200	6,500	6,500	6,500
512.30-01	Dept Share of Insurance	642	1,349	165	761	761	761
512.38-00	Support Services	14,676	12,037	17,767	21,922	15,497	15,497
512.45-00	Facilities Maint Charge	15,360	17,395	13,750	15,036	13,772	13,772
	Supplies and Services	284,549	267,500	378,448	463,550	455,861	471,161
**	City Council	312,516	297,375	410,088	510,316	501,655	516,955

CITY COUNCIL

- 13-00 Postage includes monthly Sister Cities newsletter
- 16-00 Business cards and other printing expenses as needed
- 17-00 Tourism promotion contract, legislative advocacy, UC planning support ,
LAFCO services, and video production services, One Voice legislative
advocacy
- 18-00 League of California Cities (LCC) Annual Conference, LCC Executive
Forum, LCC Policy Committees, City-County Relations, Commissioners
reception, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 League of California Cities, MCAG, Sister Cities International and
Chambers of Commerce
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

**CITY MANAGER
FUND NO. 001
ACCOUNT NO. 0201**

DESCRIPTION

The City Manager is the Chief Administrative Officer of the City. This office is responsible for coordinating and directing the resources of the City government to carry out the programs established by the City's elected officials.

MISSION

The City Manager must ensure that the organizational values of the City are foundational as budgets are prepared and business conducted. These values include an outlook directed to the future; an entrepreneurial, competitive approach to city services; recognition of the value of public investment and the wisdom of maintaining the investment; decision-making at the most appropriate level; and accountability and reward for excellent performance.

GOALS

- ◇ Serve the citizens of Merced by delivering superior service, which exceeds expectations in cost, quality and safety.
- ◇ Assist the City Council in their role as policy-makers by providing clear, concise, accurate, unbiased professional staff work.
- ◇ Serve City employees by establishing goals, objectives, and measurable standards for performance, and compensate them accordingly.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

1. Continue to provide leadership to City staff.

Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values

2. Develop leadership training opportunities for employees to create succession opportunities

Provide ongoing training opportunities and seek out additional training to insure succession capacity and growth opportunities in the work force.

CITY MANAGER

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| 3. Support Council Members serving on League Policy Committees | Timely responses to requests for information, analysis and correspondence |
| 4. Continue in a leadership role with the Merced County Association of Governments Technical Review Board in reviewing alternative service delivery systems for local governments and developing financing programs for regional needs, including the Regional Transportation Implementation Fee. | Continue to provide leadership to new TRB members. |
| 5. Actively monitor and participate in Ad Hoc Council Committees for utility rate review, UC Merced-UC Community Development, and Public Facility Financing Program, tax sharing renegotiation with County, and State Budget Impact Committee | Reports and recommendations on priority areas identified by City Council ad hoc committees. |
| 6. Administer toxic clean-up plan at Airport with Regional Water Quality Control Board | Adherence to deadlines and mutually agreed upon work plan for Airport clean-up |
| 7. Continue review and refinement of current City service delivery programs. | Ongoing data collection and analysis |
| 8. Implement employee benefit options | Recommendations to City Council and employee bargaining units through implementation of cafeteria plan |
| 9. Initiate public information function as part of City Manager's office | Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and possible PEG cable TV programming |

CITY MANAGER

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| 10. Implement and monitor Community Facilities Districts for services. | Balance of cash flow and service delivery |
| 11. Complete Phase IV pre-engineering and design studies for Wastewater Treatment Plant and identify funding sources for expansion. | Detail plans and funding schemes completed. Preparing bid documents for release in 2006-07 |
| 12. Secure grant funds for railroad crossing grade separations. | Funding plans and commitments in place to match grant, if awarded |
| 13. Administer ½-cent sales tax—Measure C | Develop plans and programs for review by Measure C Citizens Oversight Committee |
| <i>GIS Program:</i> | |
| 15. Continue process of building a City of Merced geodatabase to allow GIS users to create, modify, and analyze City spatial data with more flexibility and functionality. | Draft geodatabase ready for review by GIS Standards Committee by December 2007. |
| 16. Provide hands-on training for City staff with ArcGIS 9 software | Complete 1-2 classes each for all users |
| <i>Public Information Officer:</i> | |
| 17. Provide on-going public outreach through the news media using press releases, regular radio spots and TV interviews, guest editorials and letters, press conferences and providing talking points and advice for interview subjects. | Monitor the number of news stories and articles in the various media. |
| 18. Use the City Web site to improve communications by making it easier for residents to find online information on major City projects and by posting news releases and other material online. | Regularly review the Web site, participate in the Web Committee. |

CITY MANAGER

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| 19. Provide support to City staff for media campaigns and suggest ways to improve public communication through the news media. | Meet with senior management and staff to determine communication needs. |
| 20. Provide the city's viewpoint on breaking news through live interviews, media advisories and news releases. | Maintain on-going relationships with local news media and regularly update the media directory |
| 21. Continue publication of a City newsletter that is mailed to residents, keeping them informed of City issues, activities and programs. | Council will receive copies of newsletter and it will be posted on City Website and copies will be distributed at City offices. |
| 22. Initiate programming on the PEG channels to provide residents with an in-depth look at issues facing the City. | Original programming will be available on cable TV channels and repeated regularly. |

2007-2008 BUDGET HIGHLIGHTS

The direction of the City Manager's office operations for 2007-08 will continue to be guided by Council-established priorities. The Assistant City Manager's position is allocated to the City Manager budget at 70 percent to reflect efforts to be devoted to citywide issues. The balance of the Assistant City Manager's position is budgeted in Redevelopment (20 percent) and the Airport (10 percent). The Executive Secretary's time is split between City Council (40 percent) and City Manager (60 percent) budgets. The GIS Coordinator position is provided by interdepartmental direct service charges to various operating divisions including Development Services, Redevelopment/ Economic Development, and Public Works. The balance of the City Manager budgeted costs are spread to other operating budgets via Administrative Expenses based on staffing, operating budgets, and level of effort.

City Manager

P E R S O N N E L Classification	Number of Positions			
	Funded In Budget 2006-07	Dept. Head Request 2007-08	City Mgr. Recom. 2007-08	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst. City Manager	.70	.70	.70	.70
Asst. to the City Manager	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00
Executive Secretary	.60	.60	.60	.60
TOTAL	5.30	5.30	5.30	5.30

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
511.01-00	Regular Salaries	377,865	416,106	473,708	505,966	505,966	505,966
511.04-01	Regular Overtime	0	0	190	209	209	209
511.10-02	Unused Sick Leave	3,007	1,676	8,322	6,663	6,663	6,663
511.10-05	Retirement PERS	26,637	51,870	65,321	88,368	88,368	88,368
511.10-06	Social Security-OASDI	20,231	21,218	26,410	28,094	28,094	28,094
511.10-07	Social Security-Medicare	5,803	6,224	7,299	8,030	8,030	8,030
511.10-08	State Unemployment	65	81	795	795	795	795
511.10-09	Long Term Disability	2,768	3,135	919	0	0	0
511.10-10	Group Health Insurance	44,617	68,133	65,387	0	0	0
511.10-11	Group Life Insurance	618	770	706	0	0	0
511.10-12	Workers Compensation	4,091	1,349	2,770	5,518	1,466	1,466
511.10-15	Vision Plan	1,159	1,563	1,703	0	0	0
511.10-16	Dental Plan	5,232	6,478	7,166	0	0	0
511.10-18	Management Physicals	0	0	872	907	907	907
511.10-20	Earned Benefit	17,182	9,715	17,798	36,212	36,212	36,212
511.10-24	Vehicle Allowance	2,136	2,458	2,243	2,444	2,444	2,444
511.10-33	Core Allowance	0	0	0	75,216	62,554	62,554
	Personnel Services	511,411	590,776	681,609	758,422	741,708	741,708
512.12-00	Telephone	4,092	2,734	3,635	3,635	3,635	3,635
512.13-00	Postage	891	482	625	625	625	625
512.15-00	Office Supplies	2,950	2,922	4,558	5,088	5,088	5,088
512.16-00	Printing	134	2,241	25,000	30,000	30,000	30,000
512.17-00	Professional Services	0	30,344	34,000	93,300	93,300	93,300
512.18-00	Travel and Meetings	6,598	8,002	17,301	18,919	18,919	18,919
512.19-00	Mileage	90	131	2,092	1,782	1,782	1,782
512.20-00	Training Expense	4,430	7,177	10,510	11,730	11,730	11,730
512.22-00	Office Equipment O & M	0	0	69	69	69	69
512.24-00	Memberships, Subscription	1,442	2,016	5,979	6,174	6,174	6,174
512.29-00	Other Materials Supplies	10,102	28,540	4,840	1,040	1,040	1,040
512.30-01	Dept Share of Insurance	6,249	13,800	8,023	8,082	8,082	8,082
512.34-00	Contingency Reserve	0	0	10,000	10,000	10,000	10,000
512.38-00	Support Services	30,643	35,485	48,036	52,485	37,872	37,872
512.45-00	Facilities Maint Charge	41,903	43,086	34,059	37,244	34,114	34,114
512.46-00	Computer Replacement Chrg	2,403	2,215	3,640	4,123	4,123	4,123
	Supplies and Services	111,927	179,175	212,367	284,296	266,553	266,553
513.43-00	Machinery/Equipment	0	2,025	2,400	0	0	0
	Property	0	2,025	2,400	0	0	0
**	City Manager	623,338	771,976	896,376	1,042,718	1,008,261	1,008,261

CITY MANAGER

- 18-00 League of California Cities (LCC) Annual Conference; LCC City Managers Department meeting, Executive and Central Valley Division meetings; International City/County Management Association Conference (ICMA); MCAG Technical Review Board; and City/County meetings
- 20-00 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meetings; and ICMA Annual Conference
- 22-00 Maintenance of typewriter
- 24-00 International City Management Association; Sun-Star, Modesto Bee, County Times and other publications
- 29-00 Community events and awards; GIS software
- 34-00 Contingency reserve for total City operations

**CITY ATTORNEY
FUND NO. 001
ACCOUNT NO. 0301**

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving City, Redevelopment Agency, and Public Financing Authority matters. The City Attorney represents the City Council, City Manager, City administrative staff, Redevelopment Agency, and others as required to represent the City in litigation and to direct the City's legal service.

MISSION

The City Attorney's office provides expert legal advice and advocacy to and on behalf of the City Council, the Redevelopment Agency, Public Financing Authority, and their committees and commissions, as well as to the City Manager and all city departments, so that policies are established and programs administered within the guidelines established by city, state, and federal laws.

GOALS

- A. Facilitate Review and Update of City Charter.
- B. Protect Neighborhoods, Community and Residents.
- C. Look to the Future.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

A. Facilitate Review and Update of City Charter

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| 1. Provide legal support and advise on proposed amendments to City Charter. | Facilitate processing draft amendments to Charter through legal steps to allow voters to consider amendments. |
| 2. If adopted, develop work plan to implement Charter amendments. | Provide implementation plan to City Council, City Manager and Executive Management. |
| 3. For Charter amendments designed to promote economy and efficiency, ensure implementation focuses on goal. | Prepare procedures to implement economic and efficient Charter amendments. |

CITY ATTORNEY

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| 4. Update Municipal Code and related documents to implement any adopted Charter amendments. | Prepare plan with priority for updating Municipal Code and related documents. |
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B. Protect Neighborhoods, Community and Residents

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| 1. Support the Police Department and Code Enforcement efforts to keep neighborhoods safe. | Prosecute criminal violations of the Municipal Code and file civil actions or nuisance abatement actions as appropriate. |
| 2. Continue development of and implementation of "good neighbor" ordinances and continue cooperative development with U.C., County and others of ordinances and policies for positive student and community relations. | Present for consideration: <ul style="list-style-type: none">• Social Host Ordinance• Alcohol-Related CUP Ordinance• Residential Rental Inspection Ordinance |
| 3. Implement Effective Enforcement Measures. | <ul style="list-style-type: none">▪ If adopted in FY 06/07 – Train Code Enforcement on the Administrative Citation Process▪ Support the Police Department's efforts in implementing "Safe Streets Now"▪ Develop and implement form criminal prosecution referrals from Code Enforcement |

C. Look to the Future

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| 1. Ensure legal adequacy of major planning documents. | Review General Plan Update and South Merced Specific Plan and associated environmental documents for legal adequacy. |
| 2. Ensure new development continues to pay for its costs. | Legal compliance review of infrastructure development and continue with Services CFD – review methods to streamline the same. |

CITY ATTORNEY

3. Revenue protection.

Review and monitor State legislative and judicial actions impacting municipal revenues.

4. Airport.

Continue effective advocacy for the Merced Municipal Airport and ensure integrity of process.

5. Adult Business Ordinance Compliance.

Review and update as necessary Adult Business Ordinance for consistency with current case law.

City Attorney

P E R S O N N E L	Number of Positions			
	Classification	Funded In Budget 2006-07	Dept.Head Request 2007-08	City Mgr. Recom. 2007-08
Chief Dep. City Attorney	1.00	1.00	1.00	1.00
Dep. City Attorney I/II/III/IV	2.00	2.00	2.00	2.00
Legal Secretary/Paralegal	2.00	2.00	2.00	2.00
Secretary I	1.00	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00	7.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
511.01-00	Regular Salaries	381,371	400,394	555,297	602,474	602,474	602,474
511.03-00	Extra Help	0	0	1,100	0	0	0
511.04-01	Regular Overtime	0	0	0	3,000	3,000	3,000
511.10-05	Retirement PERS	26,827	49,864	76,488	105,135	105,135	105,135
511.10-06	Social Security-OASDI	21,209	21,918	30,775	32,419	32,419	32,419
511.10-07	Social Security-Medicare	5,666	5,919	8,253	9,013	9,013	9,013
511.10-08	State Unemployment	75	75	1,200	1,050	1,050	1,050
511.10-09	Long Term Disability	2,824	2,944	1,102	0	0	0
511.10-10	Group Health Insurance	51,522	60,582	89,149	0	0	0
511.10-11	Group Life Insurance	536	720	844	0	0	0
511.10-12	Workers Compensation	3,504	508	1,699	4,683	1,420	1,420
511.10-15	Vision Plan	1,333	1,461	2,250	0	0	0
511.10-16	Dental Plan	6,288	5,877	10,138	0	0	0
511.10-18	Management Physicals	0	0	665	980	980	980
511.10-20	Earned Benefit	7,229	7,836	11,985	15,171	15,171	15,171
511.10-24	Vehicle Allowance	2,175	0	0	0	0	0
511.10-27	PTS Plan FICA Alternative	0	0	14	0	0	0
511.10-33	Core Allowance	0	0	0	107,677	89,550	89,550
	Personnel Services	510,559	558,098	790,959	881,602	860,212	860,212
512.12-00	Telephone	2,885	2,309	4,200	3,100	3,100	3,100
512.13-00	Postage	1,030	1,427	1,500	1,500	1,500	1,500
512.15-00	Office Supplies	3,173	3,332	3,490	3,937	3,937	3,937
512.17-00	Professional Services	733	31,765	35,000	56,000	56,000	56,000
512.18-00	Travel and Meetings	7,912	6,644	14,814	17,662	17,662	17,662
512.19-00	Mileage	0	0	500	500	500	500
512.20-00	Training Expense	6,330	5,608	11,650	9,015	9,015	9,015
512.22-00	Office Equipment O & M	206	0	458	458	458	458
512.24-00	Memberships, Subscription	14,118	15,436	17,950	19,965	19,965	19,965
512.29-00	Other Materials Supplies	617	1,832	8,000	9,500	9,500	9,500
512.30-01	Dept Share of Insurance	7,234	13,435	6,955	10,754	10,754	10,754
512.38-00	Support Services	29,560	31,017	52,390	56,030	39,830	39,830
512.45-00	Facilities Maint Charge	56,813	64,338	50,859	55,614	50,941	50,941
512.46-00	Computer Replacement Chrg	5,646	3,711	3,593	5,000	5,000	5,000
	Supplies and Services	136,257	180,854	211,359	249,035	228,162	228,162
513.43-00	Machinery/Equipment	0	877	22,000	0	0	0
	Property	0	877	22,000	0	0	0
**	City Attorney	646,816	739,829	1,024,318	1,130,637	1,088,374	1,088,374

CITY ATTORNEY

- 17-00 Outside consultants if required on legal matters, and payment of court costs for filing and copy fees. (Costs directly related to Worker's Compensation, liability, and ongoing PCE and water-related litigation have been budgeted directly into those accounts.)
- 18-00 Central Valley City Attorney's Association; League of California Cities (LCC) Annual Conference and Committee meetings; monthly Merced County Bar Association meetings; LCC Attorneys Spring Conference; and California Association of Public Employees Labor Relations Conference (CALPELRA); as well as travel associated with training outlined in Line 20-00 below
- 20-00 League of California Cities Municipal Attorney seminars; LegalWorks Conference; quarterly Merced County Legal Secretaries Association; and Continuing Education of the Bar training programs for Deputy City Attorneys; CRA Conference; CALPELRA Conference
- 22-0 Maintenance of one typewriter and five Lanier voicewriter/dictators
- 24-00 Memberships:
National Public Employees Labor Relations Association; State Bar of California; and Legal Secretaries Association
Subscriptions:
LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service, BAJI); Solano Press; Attorney General Opinions; Continuing Education for the Bar (CEB) Supplements; CEB-Fair Political Practices Commission Opinion; Legal Secretary's Handbooks; Workers' Compensation Appeals Board Reporter; Longtin's Local Government Publications; West Group (Legal Solutions, Legal Secretary's Law Office Procedures Manual, California Civil Practice Statutes and Rules); Land Use Regulations; Mechanics Lien Law; California Legal Directory; California Courtroom Evidence; Rutter Group; and Daily Legal Journal
- 29-00 Special litigation costs and services not otherwise classified

FINANCE
FUND NO. 001
ACCOUNT NO. 0701-0702

DESCRIPTION

The Finance Department collects and disburses all funds, performs all treasury functions, maintains the general and subsidiary accounting systems, prepares financial and management reports, provides centralized purchasing and central stores, maintains and reviews all internal control policies, and compiles budget revenue and expense estimates.

MISSION

The Finance Department executes the responsibilities and obligations of fiscal administration for the City in the capacity granted in the City Charter. Those essential duties require all departmental staff to serve the public interest with professional standards, which promotes and affirms the public's trust in the performance of the financial affairs of the City and related Agencies.

GOAL

- ◇ Effectively and efficiently administer the financial affairs of the City and related Agencies.
- ◇ Retain Government Finance Officers Association (GFOA) award for financial reporting.
- ◇ Assist other departments in developing financing plans as needed.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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| 1. Wastewater Treatment Plant - Continued to work with outside professionals to obtain financing for the Wastewater Treatment Plant Upgrade and Expansion. | Complete by June 2008. |
| 2. Water Supply Plan – Work with appropriate City Departments and outside professionals to develop a financing plan as needed. | Complete by June 2008. |
| 3. Customer Service – Enhance customer service by installing and implementing a payment kiosk for in the Civic Center Lobby. | Complete by June 2008. |

2007-2008 BUDGET HIGHLIGHTS

Two permanent positions, an Accounting Technician and Account Clerk I/II/III, have been recommended. The Accounting Technician will be assigned 65% bookkeeping and 35% payroll and payables responsibilities. The main bookkeeping function will be fixed asset maintenance. The accounting work would be moved from the Payroll Technician to the new Accounting Technician so that the Payroll Technician's time can be allocated 100% to payroll. The new Account Clerk I/II/III will replace a temporary Account Clerk and will relieve the Accountants and Accounting Technicians of performing data entry and other clerical tasks.

BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
511.01-00	Regular Salaries	840,458	939,750	1,139,531	1,360,504	1,323,499	1,323,499
511.03-00	Extra Help	46,235	50,197	12,870	28,445	28,445	28,445
511.04-01	Regular Overtime	3,260	5,774	4,293	0	0	0
511.10-02	Unused Sick Leave	2,377	2,509	2,681	760	760	760
511.10-05	Retirement PERS	58,345	116,095	156,144	236,249	229,863	229,863
511.10-06	Social Security-OASDI	51,916	58,195	71,123	83,335	81,041	81,041
511.10-07	Social Security-Medicare	13,158	14,754	17,136	20,411	19,874	19,874
511.10-08	State Unemployment	285	316	3,450	3,900	3,750	3,750
511.10-09	Long Term Disability	5,990	6,696	3,038	0	0	0
511.10-10	Group Health Insurance	212,573	284,889	270,898	0	0	0
511.10-11	Group Life Insurance	2,195	2,884	2,341	0	0	0
511.10-12	Workers Compensation	16,593	4,196	3,172	9,504	3,893	3,893
511.10-15	Vision Plan	5,064	6,137	7,069	0	0	0
511.10-16	Dental Plan	25,676	27,789	29,900	0	0	0
511.10-18	Management Physicals	0	0	910	910	910	910
511.10-20	Earned Benefit	13,538	14,568	16,164	14,810	14,810	14,810
511.10-21	Bilingual Pay Program	1,444	1,806	1,800	1,800	1,800	1,800
511.10-24	Vehicle Allowance	2,848	3,294	3,204	0	0	0
511.10-27	PTS Plan FICA Alternative	601	656	167	370	370	370
511.10-32	Cash Back-Biweekly Allow	0	0	0	445	445	445
511.10-33	Core Allowance	0	0	0	373,600	296,216	296,216
Personnel Services		1,302,556	1,540,505	1,745,891	2,135,043	2,005,676	2,005,676
512.11-00	Utilities	4,270	7,766	8,200	8,487	8,487	8,487
512.12-00	Telephone	10,448	11,400	10,869	11,299	11,119	11,119
512.13-00	Postage	21,802	22,956	26,095	29,310	29,310	29,310
512.15-00	Office Supplies	14,241	16,327	17,012	18,787	18,787	18,787
512.16-00	Printing	9,855	13,389	17,745	19,006	19,006	19,006
512.17-00	Professional Services	285,846	219,273	264,244	401,800	401,800	401,800
512.18-00	Travel and Meetings	10,414	7,970	14,063	14,770	14,770	14,770
512.19-00	Mileage	0	7	0	0	0	0
512.20-00	Training Expense	5,562	6,655	8,940	8,490	8,490	8,490
512.21-00	Rents/Leases	1,588	1,688	1,788	1,788	1,788	1,788
512.22-00	Office Equipment O & M	2,311	2,176	2,582	3,635	3,635	3,635
512.23-00	Vehicle Operations/Maint	2,532	1,561	1,275	819	819	819
512.24-00	Memberships, Subscription	5,723	6,454	7,440	8,415	8,415	8,415
512.29-00	Other Materials Supplies	2,328	4,132	3,650	2,400	2,400	2,400
512.30-01	Dept Share of Insurance	28,943	53,776	28,086	37,648	37,648	37,648
512.32-00	Vehicle Replacement Fee	959	1,056	1,056	948	948	948
512.38-00	Support Services	160,687	175,493	231,492	282,320	184,121	184,121
512.45-00	Facilities Maint Charge	134,945	123,279	102,427	109,676	99,503	99,503
512.46-00	Computer Replacement Chrg	15,127	14,585	15,469	16,114	16,114	16,114
Supplies and Services		717,581	689,943	762,433	975,712	867,160	867,160
513.43-00	Machinery/Equipment	14,400	13,318	44,058	129,280	57,280	57,280
Property		14,400	13,318	44,058	129,280	57,280	57,280
706.71-01	Principal-Bond Payment	50,000	40,000	65,000	85,000	85,000	85,000
706.72-01	Interest Bond Payment	384,362	415,453	414,194	411,769	411,769	411,769
706.73-01	Agent Fees-Bond Payment	1,096	0	2,000	2,000	2,000	2,000
Debt Services		435,458	455,453	481,194	498,769	498,769	498,769
**	Finance	2,469,995	2,699,219	3,033,576	3,738,804	3,428,885	3,428,885

FINANCE/PURCHASING

- 11-00 Includes utilities for central warehouse
- 13-00 Mailing of business license information and billings, financial statements, correspondence, vendor payments, annual tax statements (W-2, 1098,1099), accounts receivable invoices, collection notices, and purchase orders
- 16-00 Printing of business licenses and statements, accounts receivable statements, annual financial report, accounts payable checks, payroll checks, annual tax statements (W-2, 1098 &1099), receipt books, business and bid envelopes and purchase orders
- 17-00 Assessment roll updates; sales tax tapes; credit information services; property tax administration (\$100,500); General Fund portion of audit;; process service and court filing fees; collection service; State Controller Report preparation; sales tax audit; State Mandated Reimbursement Report preparation; Property Tax Audit & Analysis Services; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; and Electronic Consumer Collection fees.
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); California Municipal Treasurers Association; League of California Cities Financial Management Seminar; Legislative Briefing; Central Valley Chapter of California Society of Municipal Finance Officers; California Association of Public Purchasing Officers (CAPPO); and travel costs associated with training Line 20-00 below
- 20-00 CAPPO seminars; tuition reimbursement; continuing professional education requirements for certified staff; H T E User Group seminar; payroll management and computer training; warehouse inventory control; and registration costs associated with meetings outlined in Line 18-00 above
- 21-00 Annual burglar alarm service for Finance and Purchasing
- 22-00 Maintenance for check protector, typewriters, document perforator, copiers, encoder/endorser, laser printers and fax machines

FINANCE/PURCHASING (continued)

24-00 Memberships:

Government Finance Officers Association; CSMFO; California Municipal Treasurers Association; American Institute of Certified Public Accountants; California State Society of Certified Public Accountants; CPA license renewals, and HTE User Group; California Business Tax Association; CAPPO; and National Association of Purchasing Managers

Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; Public Investor; Financial Directory; Wall Street Journal; State Tax Guides, City Directory - Credit Report; GFOA Financial Reporting Series; Guidance for Government Engagements; and Municipal Treasurer's Handbook updates

29-00 Customer service and promotion expenses; and miscellaneous repairs to equipment and building.

FOOTNOTE: Figures represent combined total of Finance and Purchasing divisions.

DESCRIPTION

The Merced Municipal Airport is a FAA certificated air carrier and general aviation airport. The City maintains the airport's runway, taxiways, terminal building, aircraft parking and hangar areas in accordance with local and FAA safety and security directives to ensure the safe and efficient movement of aircraft and airport customers.

MISSION

The Municipal Airport supports the economic and physical development of the City of Merced by providing resources for general aviation and scheduled airline services.

GOALS

- Sustain high quality aviation services and facilities by maintaining and operating the Merced Municipal Airport in a safe, secure, cost-effective and financially self-sufficient manner.
- Increase the utilization of Airport assets by entering into new leases and agreements to generate operating revenues.

OBJECTIVES

1. Enhance airport revenues and reduce operational costs at the Merced Municipal Airport.
2. Maintain scheduled airline service at Merced Municipal Airport.
3. Maintain excellence and safe operation of the Merced Airport.
4. Implement Passenger Facility Charges (PFCs) as a revenue source.

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- Increases in operating revenues and reduction of gap between operating revenues and operating expenses.
- Airline service continues and expands; EAS program participation continues.
- Maintain excellence in performance reports provided by the FAA, National Weather Service, and State of California. Zero lost time or employee reportable medical injuries, aircraft incursions or accidents.
- FAA approves PFCs and airline begins collection.

AIRPORT

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| 5. Improve Airport facilities. | Complete new hangar project; complete drainage project. |
| 6. Maintain excellent Tenant and City relationships. | Continue quarterly newsletter and make the public aware of all pending projects and changes. |
| 7. Re-open Merced control tower. | Merced's tower to be added into the Federal Contract Tower program. |

BUDGET HIGHLIGHTS

The primary highlights are the continued improvement of the Airport, adding new hangars and facilities, and adding PFCs as a new funding source. Staffing levels and operating expenses remain similar to the past.

BUDGET DETAIL EXPENSES

561-1303 Airport							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
561.01-00	Regular Salaries	111,353	119,481	179,590	188,558	188,558	188,558
561.03-00	Extra Help	23,131	24,236	28,490	29,184	29,184	29,184
561.04-01	Regular Overtime	691	1,730	2,681	2,681	2,681	2,681
561.10-01	Holiday Pay	0	0	536	536	536	536
561.10-02	Unused Sick Leave	0	0	536	536	536	536
561.10-05	Retirement PERS	7,788	14,819	24,648	32,839	32,839	32,839
561.10-06	Social Security-OASDI	7,093	7,662	11,199	12,618	12,618	12,618
561.10-07	Social Security-Medicare	1,994	2,146	3,084	3,444	3,444	3,444
561.10-08	State Unemployment	30	30	615	615	615	615
561.10-09	Long Term Disability	598	589	374	0	0	0
561.10-10	Group Health Insurance	22,110	21,787	38,525	0	0	0
561.10-11	Group Life Insurance	274	288	343	0	0	0
561.10-12	Workers Compensation	16,549	8,829	4,145	3,952	3,988	3,988
561.10-15	Vision Plan	533	584	996	0	0	0
561.10-16	Dental Plan	2,739	2,560	4,824	0	0	0
561.10-18	Management Physicals	0	0	193	193	193	193
561.10-20	Earned Benefit	2,076	3,161	913	14,553	14,553	14,553
561.10-24	Vehicle Allowance	0	25	320	349	349	349
561.10-27	PTS Plan FICA Alternative	301	318	371	379	379	379
561.10-33	Core Allowance	0	0	0	49,165	40,888	40,888
Personnel Services		197,260	208,245	302,383	339,602	331,361	331,361
562.11-00	Utilities	32,876	30,691	43,055	43,055	43,055	43,055
562.12-00	Telephone	2,230	2,736	3,685	7,665	7,665	7,665
562.13-00	Postage	521	660	675	675	675	675
562.14-00	Advertising	65	156	1,450	6,389	6,389	6,389
562.15-00	Office Supplies	1,281	1,020	1,216	1,216	1,216	1,216
562.16-00	Printing	58	279	275	350	350	350
562.17-00	Professional Services	16,446	59,565	181,816	260,000	10,000	10,000
562.18-00	Travel and Meetings	1,273	1,315	2,583	2,816	2,816	2,816
562.20-00	Training Expense	931	800	3,375	3,500	3,500	3,500
562.21-00	Rents/Leases	0	0	7,020	7,020	7,020	7,020
562.22-00	Office Equipment O & M	171	181	250	1,572	1,572	1,572
562.23-00	Vehicle Operations/Maint	21,879	9,232	10,781	11,495	11,495	11,495
562.24-00	Memberships, Subscription	310	345	425	425	425	425
562.25-00	Maintenance Matls & Svcs	25,708	35,034	41,840	42,000	42,000	42,000
562.26-00	Other Equipment O & M	130	0	325	475	475	475
562.27-00	Small Tools	99	64	100	100	100	100
562.28-00	Safety Supplies	34	11	100	100	100	100
562.29-00	Other Materials Supplies	7,226	9,704	11,259	11,759	11,759	11,759
562.30-01	Dept Share of Insurance	31,709	46,006	20,201	22,990	22,990	22,990
562.32-00	Vehicle Replacement Fee	11,768	13,996	13,996	12,895	12,895	12,895
562.38-00	Support Services	18,115	20,836	25,900	33,587	19,749	19,749
562.45-00	Facilities Maint Charge	31,502	0	34,402	37,169	32,285	32,285
562.46-00	Computer Replacement Chrg	507	459	1,343	1,359	1,359	1,359
Supplies And Services		204,839	233,090	406,072	508,612	239,890	239,890
563.43-00	Machinery/Equipment	1,473	0	0	16,000	16,000	16,000
Property		1,473	0	0	16,000	16,000	16,000
564.91-01	Adm Exp-City Manager	8,133	9,534	5,938	8,906	7,957	7,957
564.91-02	Adm Exp-City Attorney	1,962	4,896	4,906	4,970	4,356	4,356
564.91-09	Adm Exp-Finance	22,132	25,123	21,883	29,742	26,413	26,413
564.91-10	Adm Exp-Purchasing	3,064	3,230	2,602	3,432	3,141	3,141
564.91-16	Adm Exp-City Council	2,853	2,926	1,959	3,552	2,937	2,937
Other		38,144	45,709	37,288	50,602	44,804	44,804
565.92-01	Interdept DSC-General Fnd	0	0	1,457	0	0	0

BUDGET DETAIL EXPENSES

561-1303 Airport		ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2004-05	2005-06	BUDGET	REQUEST	RECOM.	APPROVAL
				2006-07	2007-08	2007-08	2007-08
565.92-17	Interdept DSR-Develop Svc	0	0	0	0	33,512	33,512
565.92-22	Interdept DSC-Streets	3,637	0	0	0	0	0
565.92-29	Interdept DSC-Pub Works	6,680	0	0	0	0	0
	Interdepartmental	10,317	0	1,457	0	33,512	33,512
667.65-00	Capital Imp. Projects	45,442	1,547,187	1,815,670	2,327,407	2,327,407	2,327,407
	Capital Outlay	45,442	1,547,187	1,815,670	2,327,407	2,327,407	2,327,407
948.93-48	Trsf-Airport Indust (448)	155,472	125,000	0	0	0	0
	Other	155,472	125,000	0	0	0	0
**	Airport	652,947	2,159,231	2,562,870	3,242,223	2,992,974	2,992,974

AIRPORT

- 14-00 Advertise tie-down and hangar services and rates in aviation papers
- 16-00 Printing of transient tie-down envelopes, identification cards, quarterly newsletter, and nameplates and plaques for Airport Authority members
- 17-00 Airport maintenance
- 18-00 FAA and state agency meetings and travel associated with training in Line 20-00
- 20-00 Fire service training, and airport management seminar and conference
- 22-00 Lease/maintenance of copier
- 24-00 Association of California Airports; American Association of Airport Executives; and California Association of Airport Executives
- 25-00 Improvements to properties including painting, stains for decking, plumbing fixtures, light fixtures, rebuilding hangar doors, herbicides, electric gate and fence maintenance, security lights, sign materials, gate replacement, roof repair, move portable hangars, demolish 1 hangar
- 26-00 Maintenance of radios
- 29-00 Rental of oxygen and acetylene tanks, calibration, wind socks, helium weather balloons, and state and county storm water and tank permits, required fees and testing